

MILPERSMAN 1070-200

VERIFICATION OF FIELD SERVICE RECORD

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References	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II Diary Message Reporting System Users' Manual (DMRSMAN)
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1. **Purpose**. The purpose of the verification is to ensure
 - a. the U.S. Navy Enlisted (field) Service Record (FSR) contains all required documents,
 - b. the documents are properly completed,
 - c. documents intended for Navy Personnel Command (NAVPERSCOM) or other activities are not erroneously filed in the FSR, and
 - d. misfiled documents are properly refiled.
2. **When to Verify**
 - a. The FSR shall be verified
 - (1) upon transfer of the member,
 - (2) upon arrival of the member at final destination,
 - (3) prior to disposal,
 - (4) upon immediate reenlistment of enlisted members, or
 - (5) prior to departure to active duty for training in the case of inactive enlisted naval reservists.

b. Verification may be done by an intermediate command to which a member reports for duty or instruction en route to final destination, but such verification is not required.

3. **How to Verify.** Review shall be accomplished as follows:

a. Ensure the member's records and documents contain the correct name and social security number.

b. Verify the presence of all documents required by other directives and by

(1) Officer - MILPERSMAN 1070-040.

(2) Enlisted - MILPERSMAN 1070-100.

c. Give the member the documents listed in

(1) Officer - MILPERSMAN 1070-060 or 1070-070.

(2) Enlisted - MILPERSMAN 1070-120, 1070-030, or 1070-040.

d. Interview the member to ensure that the NAVPERS 1070/602, Dependency Application/Record of Emergency Data is correct per MILPERSMAN 1070-270.

4. **How to Record Verification.** When the gain/loss entries are initialed following the guidance in MILPERSMAN 1070-290, the signer also certifies the verification of the FSR.

5. **Discrepancies/Corrections**

a. Corrections to the FSR shall be made under MILPERSMAN 1070-210.

b. Discrepancies, which have caused erroneous entries in the Manpower, Personnel and Training Information System, shall be corrected per NAVSO P-3069, DFAS-CL (NAVSO-P) 3050-2, and DMRSMAN.